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AUG 8 1958

MEMORANDUM FOR: General Counsel
Comptroller ✓
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff

SUBJECT: Book Dispatch

1. The procedures for processing and disseminating to the field information or instructions within the Agency regulatory system are well established and understood. Occasionally, however, it is necessary for a support office to communicate to several or all stations and bases information or instructions not appropriate for inclusion in the regulatory system or to be incorporated in the regulatory system at a later date. In these instances the book dispatch may be suitable. Book dispatches must be kept to a minimum both in number and length, and must not be used to transmit material which should be incorporated in the regulatory system.

2. SSA-DD/S has been charged with signing and releasing book dispatches for DD/P on behalf of support offices and staffs. This authority carries with it responsibility for review for release as a book dispatch, and determination of necessary coordination.

3. SSA-DD/S can best perform these functions and be of greatest assistance to the support office or staff requesting release of a book dispatch if the subject matter to be covered is presented in memorandum form. SSA-DD/S will prepare the book dispatch, effect necessary coordination, sign and release it. Coordination will include the requesting office or staff when a question of content arises.

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cc: DD/S
Chief, I&R

Special Support Assistant/DLS